



SMIU CMS User Guide

Faculty Self Service

Year: 2016

Sindh Madressatul Islam University

SMIU CMS USER MANUALS FOR FSS

FSS Topics:

1. How to view My Schedule
2. How to see/view Enrolled students in a class
3. How to Define class Assignments
4. How to Assign marks of students
5. How to Export Marks Sheet
6. How to View and Download Grade Roster
7. How to Update Grades to Dean or HOD
8. How to Generate Attendance Sheet
9. Online Attendance of Students

HOW TO VIEW MY SCHEDULE

Navigation: Main Menu > Self service > Faculty center > My Schedule

(At this screen faculty/instructor can view their class details)

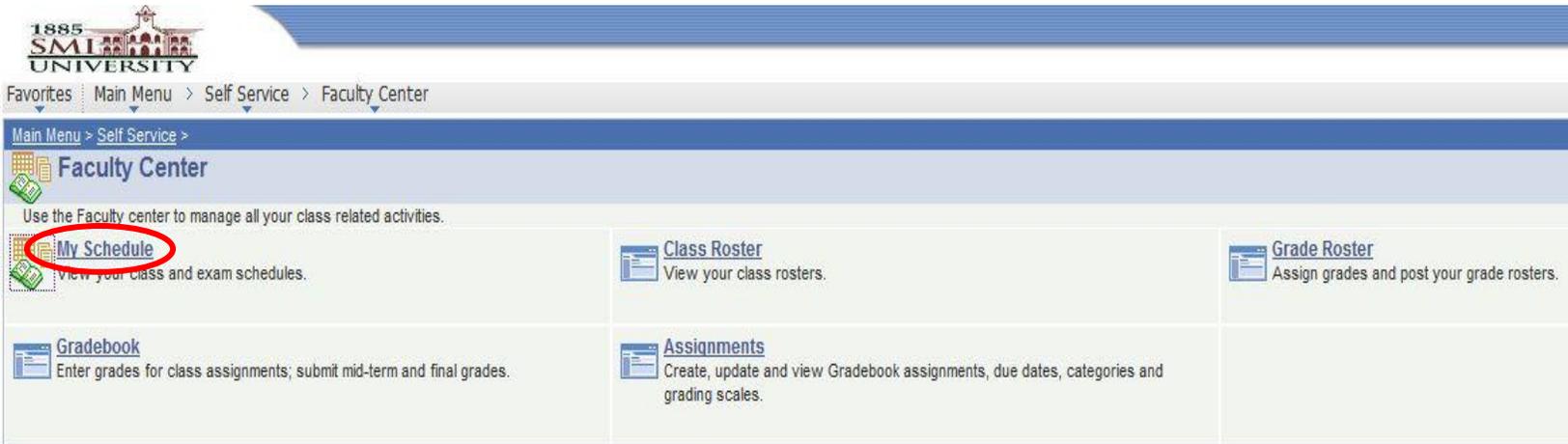
1. CLICK ON SELF SERVICE



2. CLICK ON FACULTY CENTER

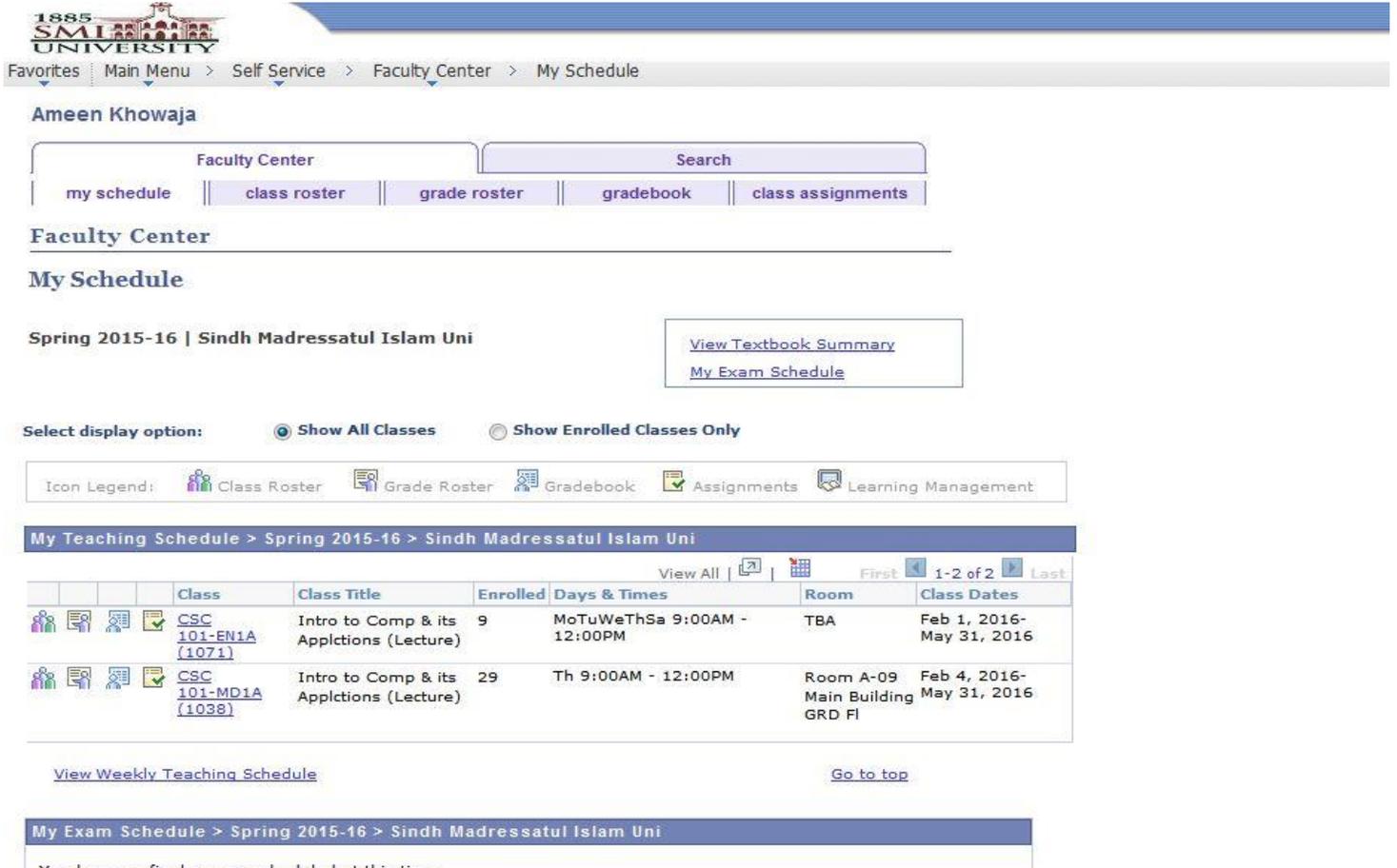


3. CLICK ON MY SCHEDULE



The screenshot shows the Faculty Center interface. At the top left is the 1885 SMI UNIVERSITY logo. Below it is a navigation breadcrumb: Favorites | Main Menu > Self Service > Faculty Center. A blue bar contains 'Main Menu > Self Service >'. The main heading is 'Faculty Center' with a sub-heading 'Use the Faculty center to manage all your class related activities.' Below this is a grid of four tiles: 'My Schedule' (circled in red), 'Class Roster', 'Grade Roster', and 'Gradebook'. The 'My Schedule' tile description is 'View your class and exam schedules.' The 'Class Roster' tile description is 'View your class rosters.' The 'Grade Roster' tile description is 'Assign grades and post your grade rosters.' The 'Gradebook' tile description is 'Enter grades for class assignments; submit mid-term and final grades.' The 'Assignments' tile description is 'Create, update and view Gradebook assignments, due dates, categories and grading scales.'

4. YOUR SCHEDULE WILL APPEAR



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Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Ameen Khowaja

Faculty Center Search

my schedule | class roster | grade roster | gradebook | class assignments

Faculty Center

My Schedule

Spring 2015-16 | Sindh Madressatul Islam Uni

[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Spring 2015-16 > Sindh Madressatul Islam Uni

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		CSC 101-EN1A (1071)	Intro to Comp & its Applctions (Lecture)	9	MoTuWeThSa 9:00AM - 12:00PM	TBA	Feb 1, 2016- May 31, 2016
		CSC 101-MD1A (1038)	Intro to Comp & its Applctions (Lecture)	29	Th 9:00AM - 12:00PM	Room A-09 Main Building GRD Fl	Feb 4, 2016- May 31, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

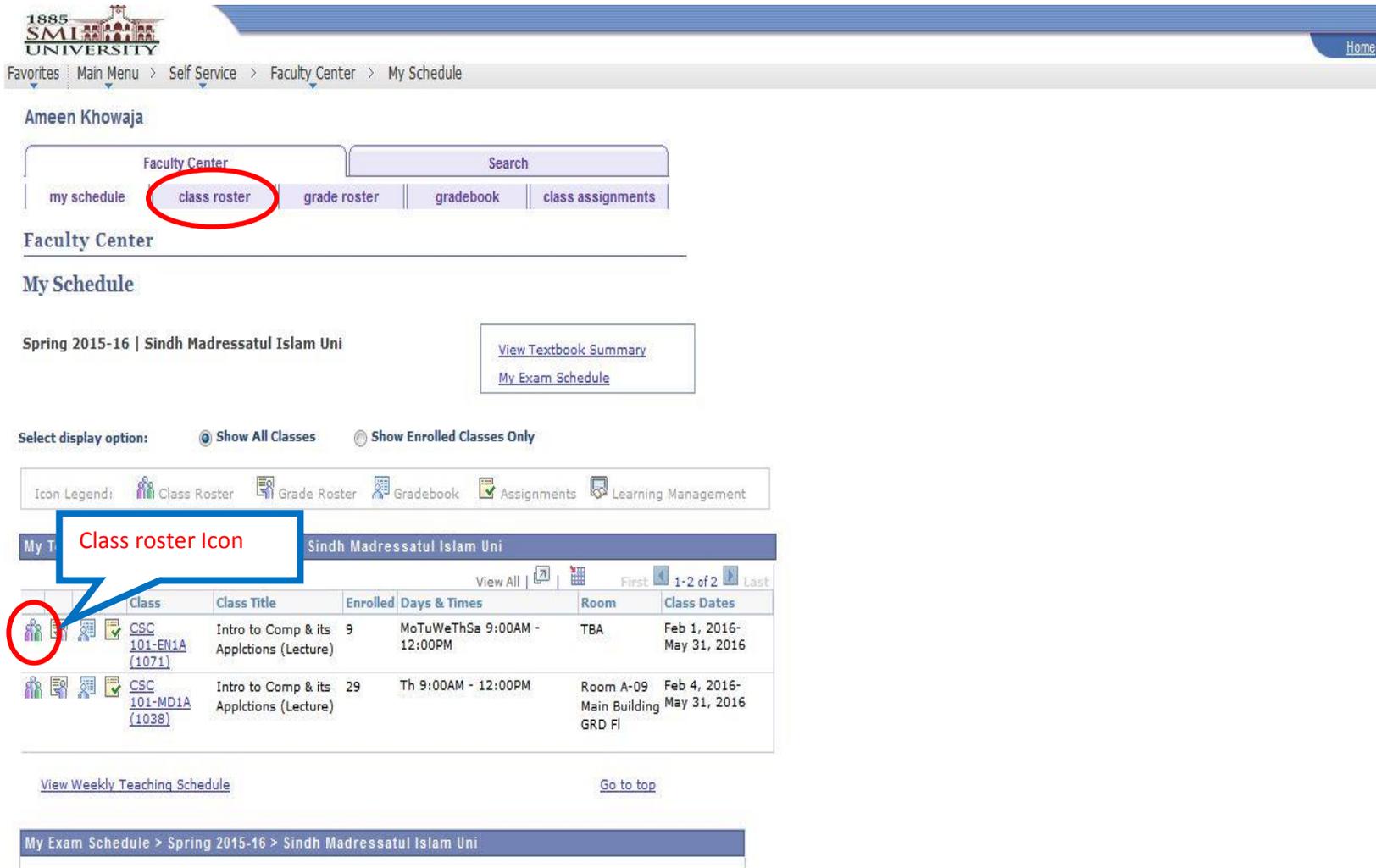
My Exam Schedule > Spring 2015-16 > Sindh Madressatul Islam Uni

Your Exam or final exams scheduled at this time:

HOW TO SEE/VIEW ENROLLED STUDENTS

Navigation: Main Menu > Self Service > Faculty Center > Class Roster

1. CLICK ON HIGHLIGHTED ICON OR CLICK ON CLASS ROSTER TAB



The screenshot shows the Faculty Center interface for Ameen Khowaja. The 'class roster' tab is highlighted in the Faculty Center menu. Below the menu, there are options for 'my schedule', 'class roster', 'grade roster', 'gradebook', and 'class assignments'. The 'class roster' tab is selected, and a callout box points to the 'Class roster icon' in the icon legend. The main content area displays a table of enrolled classes for Spring 2015-16 at Sindh Madressatul Islam Uni. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Two classes are listed: CSC 101-EW1A (1071) and CSC 101-MD1A (1038).

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Home

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Ameen Khowaja

Faculty Center Search

my schedule **class roster** grade roster gradebook class assignments

Faculty Center

My Schedule

Spring 2015-16 | Sindh Madressatul Islam Uni

[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My T **Class roster icon** Sindh Madressatul Islam Uni

View All | | First 1-2 of 2 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CSC 101-EW1A (1071)	Intro to Comp & its Applctions (Lecture)	9	MoTuWeThSa 9:00AM - 12:00PM	TBA	Feb 1, 2016- May 31, 2016
CSC 101-MD1A (1038)	Intro to Comp & its Applctions (Lecture)	29	Th 9:00AM - 12:00PM	Room A-09 Main Building GRD Fl	Feb 4, 2016- May 31, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Spring 2015-16 > Sindh Madressatul Islam Uni

2. THIS SCREEN WILL APPEAR i.e. LIST OF ENROLLED STUDENTS



Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Ameen Khowaja

Faculty Center

Search

my schedule

class roster

grade roster

gradebook

class assignments

Class Roster

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)**

change class

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

*Enrollment Status

Enrollment Capacity 45 Enrolled 29

Select display option: Link to Photos Include photos in list

Enrolled Students							
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1		16SBSMDM006	..HAMSHA	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
2		16SBSMDM001	..INDILA	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
3		16SBSMDM028	..MAAZ JILLANI	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman

3. IF YOU WANT TO SEE A PHOTO OF STUDENT THEN CLICK ON “Include Photos in list”



Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)**

[change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

*Enrollment Status

Enrollment Capacity 45 Enrolled 29

Select display option: Link to Photos **Include photos in list**

Enrolled Students		Find  		First  1-29 of 29  Last				
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		16SBSMDM006	..HAMSHA	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
2	<input type="checkbox"/>		16SBSMDM001	..INDILA	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
3	<input type="checkbox"/>		16SBSMDM028	..MAAZ JILLANI	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
4	<input type="checkbox"/>		16SBSMDM015	..SADAF ZOHRA	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
5	<input type="checkbox"/>		16SBSMDM026	..SAMEER	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
6	<input type="checkbox"/>		16SBSMDM009	ABBAS,ALI	Graded	3.00	BS Media Studies (Morning) - BS Media Studies	Freshman
	<input type="checkbox"/>			ABIDI,SYEDA IZNA			BS Media Studies (Morning) -	

2. THIS SCREEN WILL APPEARS



Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Class Assignments

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)** change class

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

[copy assignments](#)

Find | View All First ◀ 1 of 1 ▶ Last

*Assignment Category:

*Description: *Short Description:

Required by Institution

Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades	Maximum Points: <input type="text"/> Weight in Points: <input type="text"/>	Begin Date: <input type="text"/> <input type="button" value="📅"/> Due Date: <input type="text"/> <input type="button" value="📅"/> Extended Due Date: <input type="text"/> <input type="button" value="📅"/> Estimated Grading Date: <input type="text"/> <input type="button" value="📅"/>

Notes:

3. CLICK LOOK UP OF ASSIGNMENT CATEGORY AND SELECT YOUR CATEGORY i.e. QUIZ, MID-TERM, FINAL-TERM etc.



Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Class Assignments

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)**

[change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

[copy assignments](#)

Find | View All First **1 of 1** Last

*Assignment Category: 

*Description: *Short Description:

Required by Institution

Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades	Maximum Points: <input type="text"/> Weight in Points: <input type="text"/>	Begin Date: <input type="text"/>  Due Date: <input type="text"/>  Extended Due Date: <input type="text"/>  Estimated Grading Date: <input type="text"/> 

Notes:

4. ENTER DESCRIPTION, SHORT DESCRIPTION, MAXIMUM POINTS & DUE DATE



Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)** [change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

[copy assignments](#)

To add more Assignment Categories click on "+" button

Find | View All First 1 of 3 Last

*Assignment Category: ASSIGNMENT +

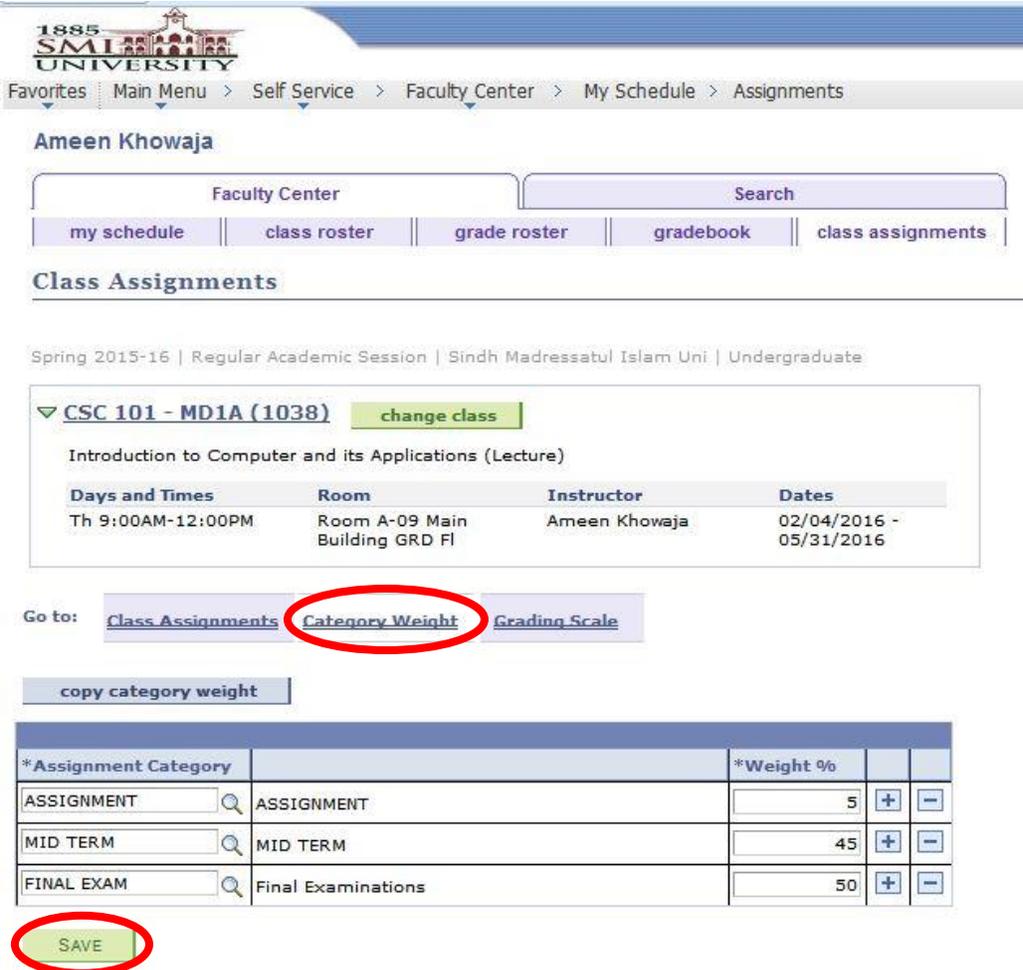
*Description: *Short Description:

Required by Institution

Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades	Maximum Points: <input type="text" value="5"/> Weight in Points: <input type="text" value="5"/>	Begin Date: <input type="text" value="02/02/2016"/> Due Date: <input type="text" value="04/29/2016"/> Extended Due Date: <input type="text"/> Estimated Grading Date: <input type="text"/>

Notes:

5. CLICK ON CATEGORY WEIGHT AND ENTER/SELECT THE ASSIGNMENT CATEGORY (SELECT THE SAME CATEGORIES WHICH YOU HAVE SELECTED ON CLASS ASSIGNMENTS) & WEIGHT% AND CLICK ON SAVE BUTTON



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Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Ameen Khowaja

Faculty Center Search

my schedule | class roster | grade roster | gradebook | class assignments

Class Assignments

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)** [change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Go to: [Class Assignments](#) **[Category Weight](#)** [Grading Scale](#)

[copy category weight](#)

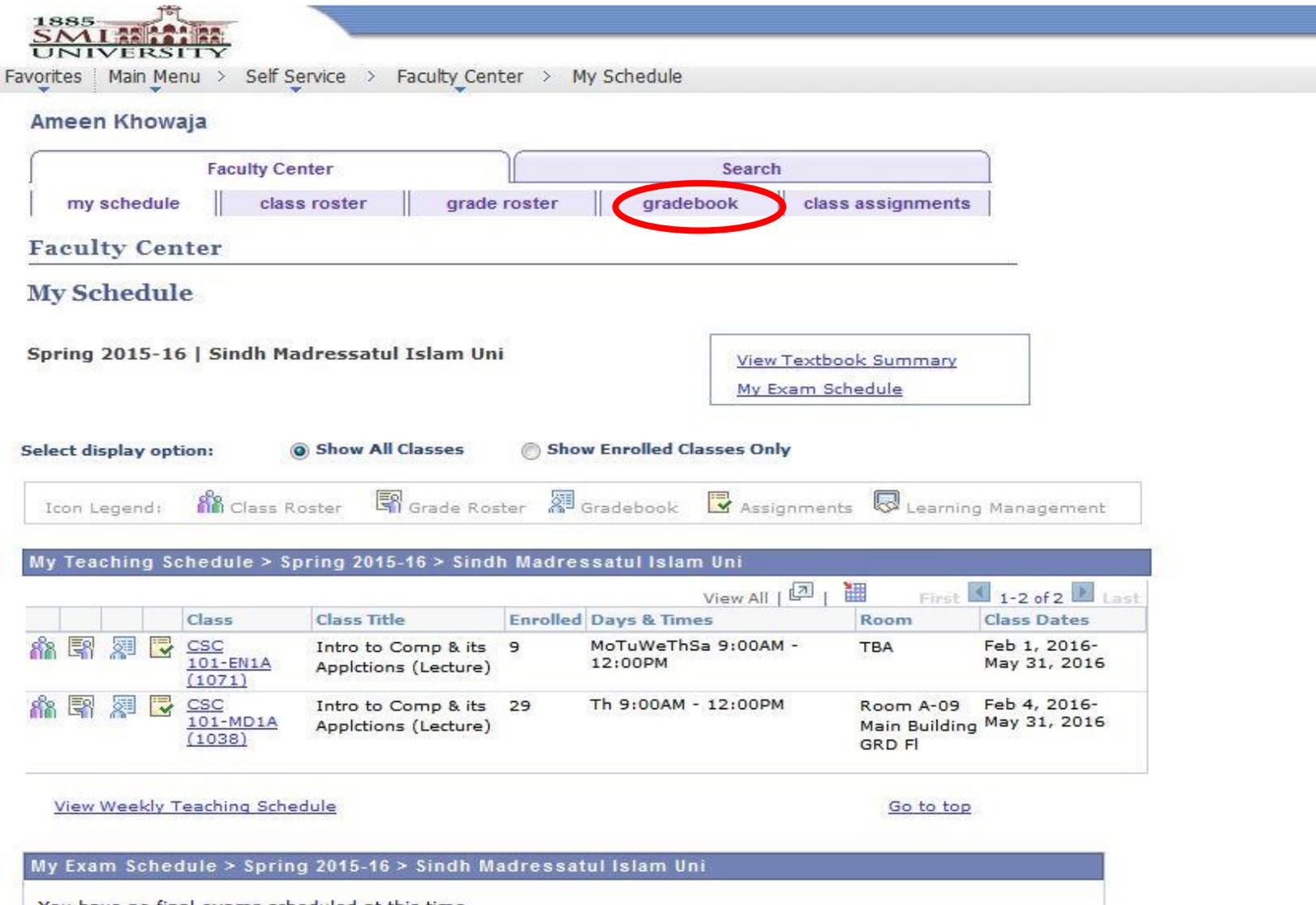
*Assignment Category	*Weight %		
ASSIGNMENT	5	+	-
MID TERM	45	+	-
FINAL EXAM	50	+	-

[SAVE](#)

HOW TO ASSIGN MARKS OF STUDENTS

Navigation: Main Menu > Self Service > Faculty center > Gradebook

1. CLICK ON GRADEBOOK TAB



The screenshot shows the SMI University Faculty Self Service interface. At the top, the navigation path is: Favorites | Main Menu > Self Service > Faculty Center > My Schedule. Below this, the user's name "Ameen Khowaja" is displayed. A horizontal menu contains several tabs: "my schedule", "class roster", "grade roster", "gradebook" (highlighted with a red circle), and "class assignments". Below the menu, the "Faculty Center" and "My Schedule" sections are visible. The "My Schedule" section shows "Spring 2015-16 | Sindh Madressatul Islam Uni" and includes links for "View Textbook Summary" and "My Exam Schedule". Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" section lists: Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The "My Teaching Schedule" section is expanded, showing a table of classes. Below the table are links for "View Weekly Teaching Schedule" and "Go to top". The "My Exam Schedule" section is also visible, showing "You have no final exams scheduled at this time".

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Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Ameen Khowaja

Faculty Center Search

my schedule class roster grade roster **gradebook** class assignments

Faculty Center

My Schedule

Spring 2015-16 | Sindh Madressatul Islam Uni

[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Spring 2015-16 > Sindh Madressatul Islam Uni

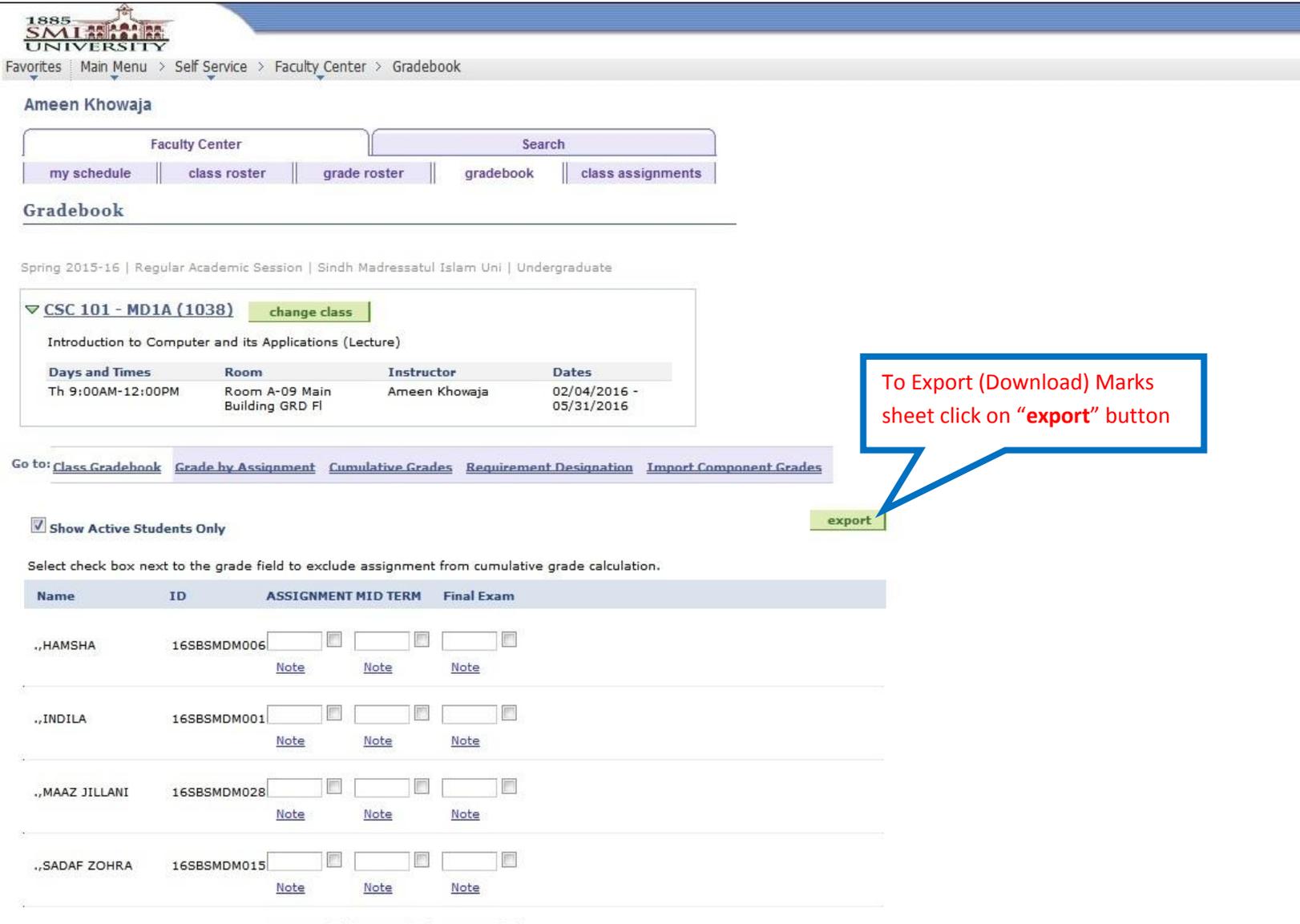
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	CSC 101-EN1A (1071)	Intro to Comp & its Applctns (Lecture)	9	MoTuWeThSa 9:00AM - 12:00PM	TBA	Feb 1, 2016- May 31, 2016
	CSC 101-MD1A (1038)	Intro to Comp & its Applctns (Lecture)	29	Th 9:00AM - 12:00PM	Room A-09 Main Building GRD Fl	Feb 4, 2016- May 31, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Spring 2015-16 > Sindh Madressatul Islam Uni

You have no final exams scheduled at this time.

2. THIS SCREEN WILL APPEARS. ENTER YOUR MARKS AGAINST EACH CATEGORY AND CLICK ON SAVE BUTTON



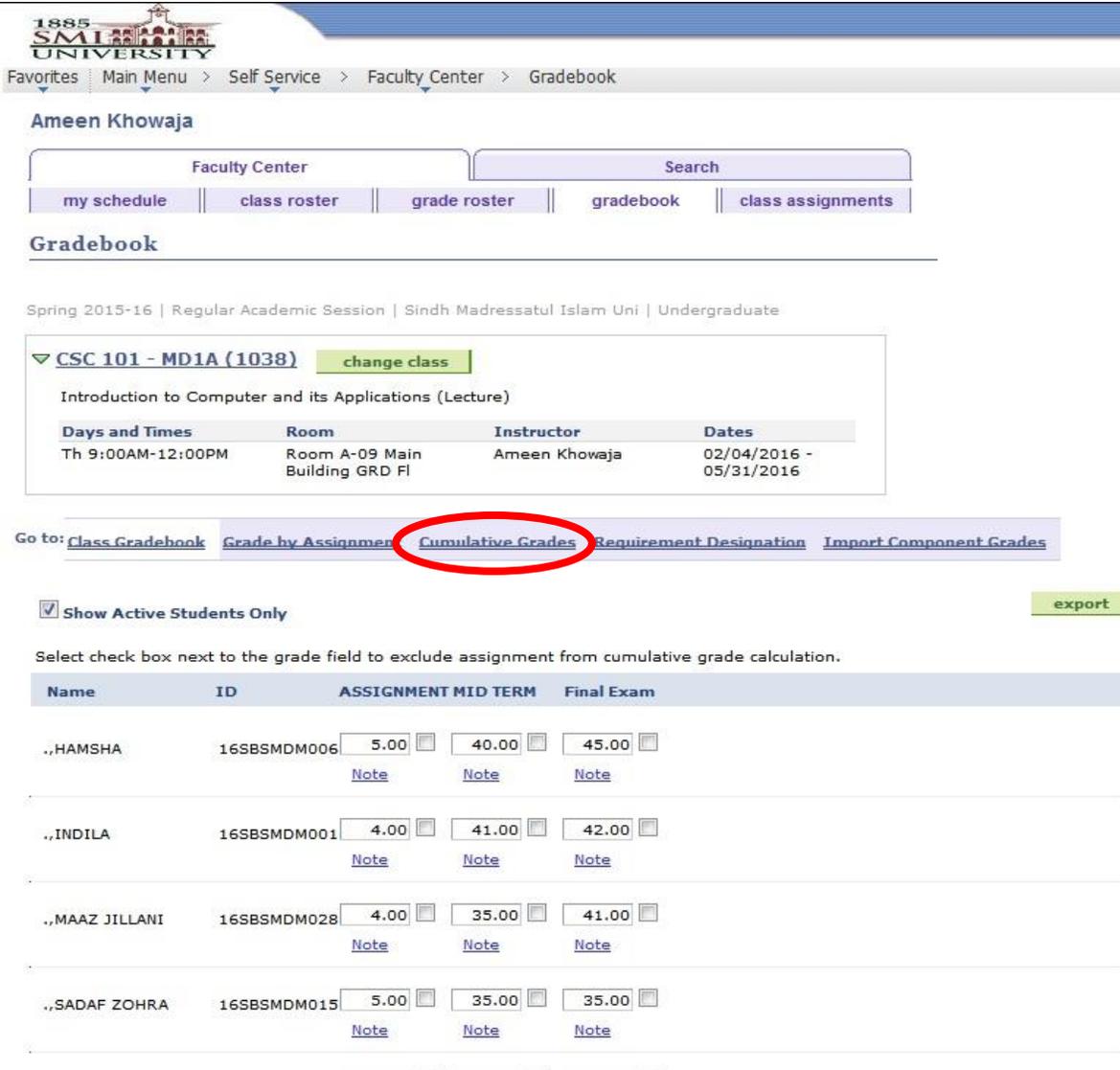
The screenshot shows the Faculty Self Service Gradebook interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Self Service", "Faculty Center", and "Gradebook". Below this, the user's name "Ameen Khowaja" is displayed. A "Faculty Center" menu is visible with options: "my schedule", "class roster", "grade roster", "gradebook", and "class assignments". The "gradebook" option is selected. The main heading is "Gradebook". Below this, the session information is shown: "Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate". A class selection box shows "CSC 101 - MD1A (1038)" with a "change class" button. Below this, the class description "Introduction to Computer and its Applications (Lecture)" is shown. A table lists the class details:

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Below the class details, there are navigation links: "Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)". A "Show Active Students Only" checkbox is checked. An "export" button is highlighted with a blue callout box containing the text: "To Export (Download) Marks sheet click on 'export' button". Below this, a table lists students with their names, IDs, and grade fields for "ASSIGNMENT MID TERM" and "Final Exam".

Name	ID	ASSIGNMENT MID TERM	Final Exam
.,HAMSHA	16SBSMDM006	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
.,INDILA	16SBSMDM001	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
.,MAAZ JILLANI	16SBSMDM028	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
.,SADAF ZOHRA	16SBSMDM015	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>

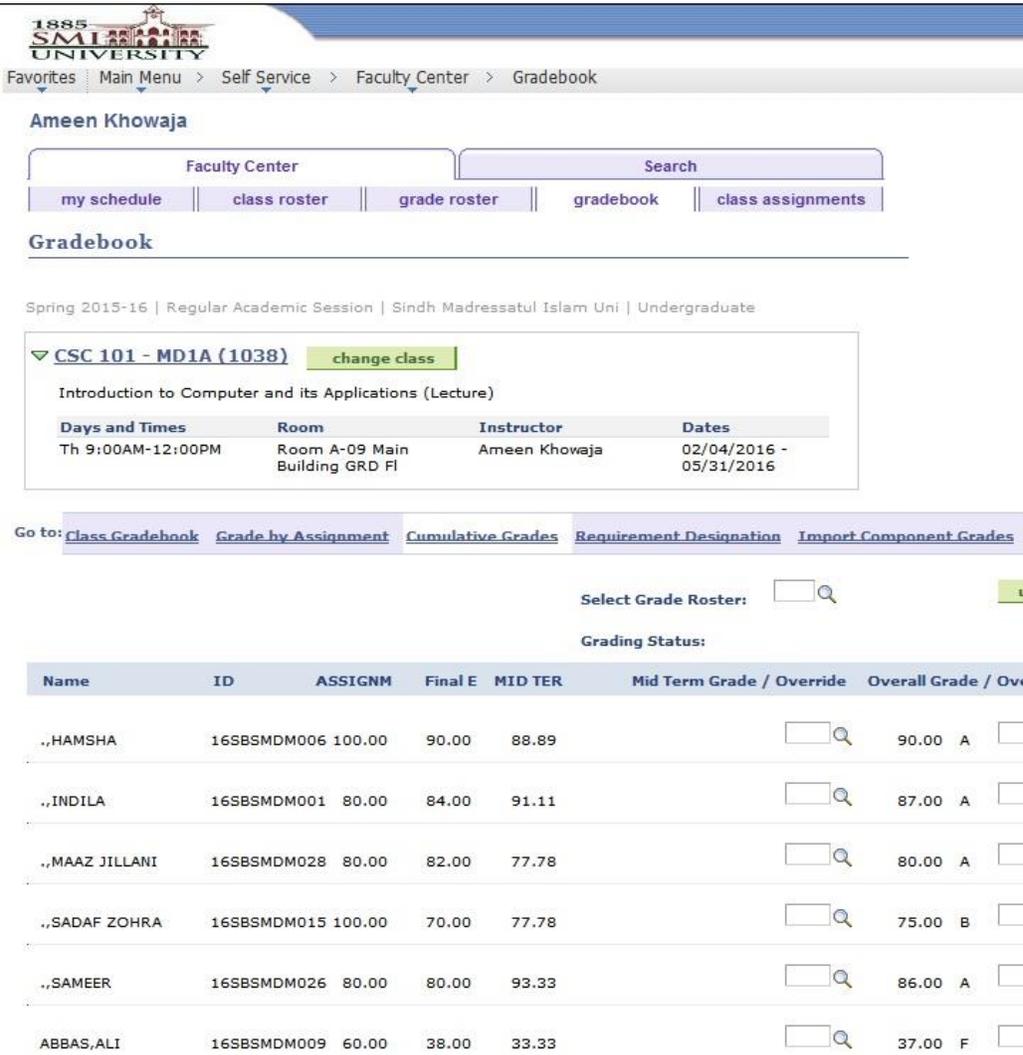
3. TO SEE CUMULATIVE GRADES OF STUDENTS CLICK ON “Cumulative Grades” TAB



The screenshot shows the Faculty Self Service interface for Ameen Khowaja. The 'Faculty Center' section includes tabs for 'my schedule', 'class roster', 'grade roster', 'gradebook', and 'class assignments'. The 'Gradebook' section is active, displaying details for 'CSC 101 - MD1A (1038)'. Below this, a navigation bar shows 'Go to:' with options: 'Class Gradebook', 'Grade by Assignment', 'Cumulative Grades' (circled in red), 'Requirement Designation', and 'Import Component Grades'. A 'Show Active Students Only' checkbox is checked, and an 'export' button is visible. Below the navigation bar, a table lists student grades for four students: HAMSHA, INDILA, MAAZ JILLANI, and SADAF ZOHRA. Each student row includes their name, ID, and three columns for 'ASSIGNMENT', 'MID TERM', and 'Final Exam' scores, each with a 'Note' link.

Name	ID	ASSIGNMENT	MID TERM	Final Exam
.,HAMSHA	16SBSMDM006	5.00	40.00	45.00
		Note	Note	Note
.,INDILA	16SBSMDM001	4.00	41.00	42.00
		Note	Note	Note
.,MAAZ JILLANI	16SBSMDM028	4.00	35.00	41.00
		Note	Note	Note
.,SADAF ZOHRA	16SBSMDM015	5.00	35.00	35.00
		Note	Note	Note

4. "Cumulative Grades" SCREEN WILL APPEARS



1885 SMI UNIVERSITY
Favorites | Main Menu > Self Service > Faculty Center > Gradebook

Ameen Khowaja

Faculty Center Search

my schedule | class roster | grade roster | gradebook | class assignments

Gradebook

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)** [change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

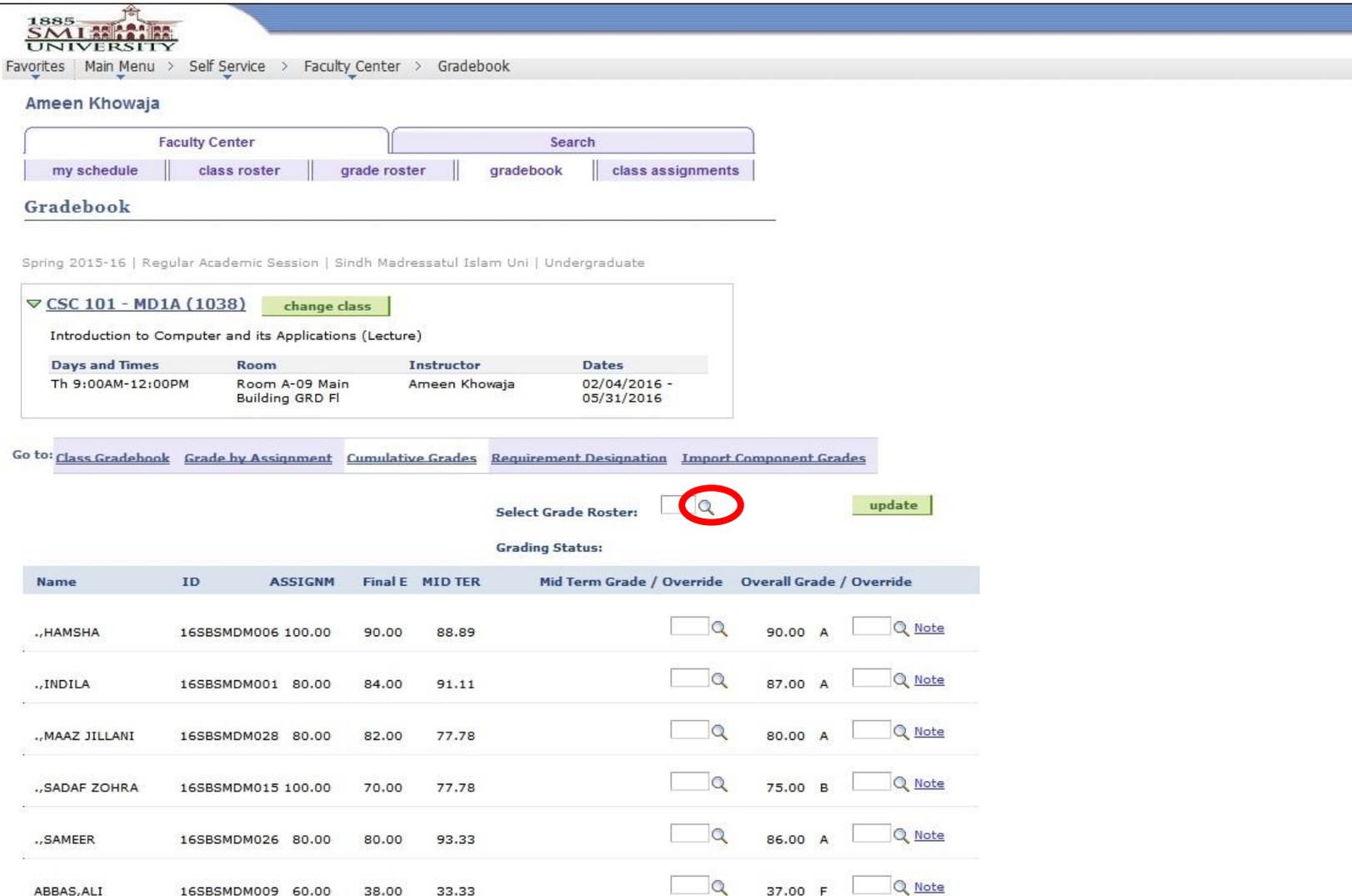
Select Grade Roster: [update](#)

Grading Status:

Name	ID	ASSIGNM	Final E	MID TER	Mid Term Grade / Override	Overall Grade / Override
.,HAMSHA	16SBSMDM006	100.00	90.00	88.89	<input type="text"/> Note	90.00 A <input type="text"/> Note
.,INDILA	16SBSMDM001	80.00	84.00	91.11	<input type="text"/> Note	87.00 A <input type="text"/> Note
.,MAAZ JILLANI	16SBSMDM028	80.00	82.00	77.78	<input type="text"/> Note	80.00 A <input type="text"/> Note
.,SADAF ZOHRA	16SBSMDM015	100.00	70.00	77.78	<input type="text"/> Note	75.00 B <input type="text"/> Note
.,SAMEER	16SBSMDM026	80.00	80.00	93.33	<input type="text"/> Note	86.00 A <input type="text"/> Note
ABBAS,ALI	16SBSMDM009	60.00	38.00	33.33	<input type="text"/> Note	37.00 F <input type="text"/> Note

NOW UPDATE YOUR GRADES TO HOD/DEAN

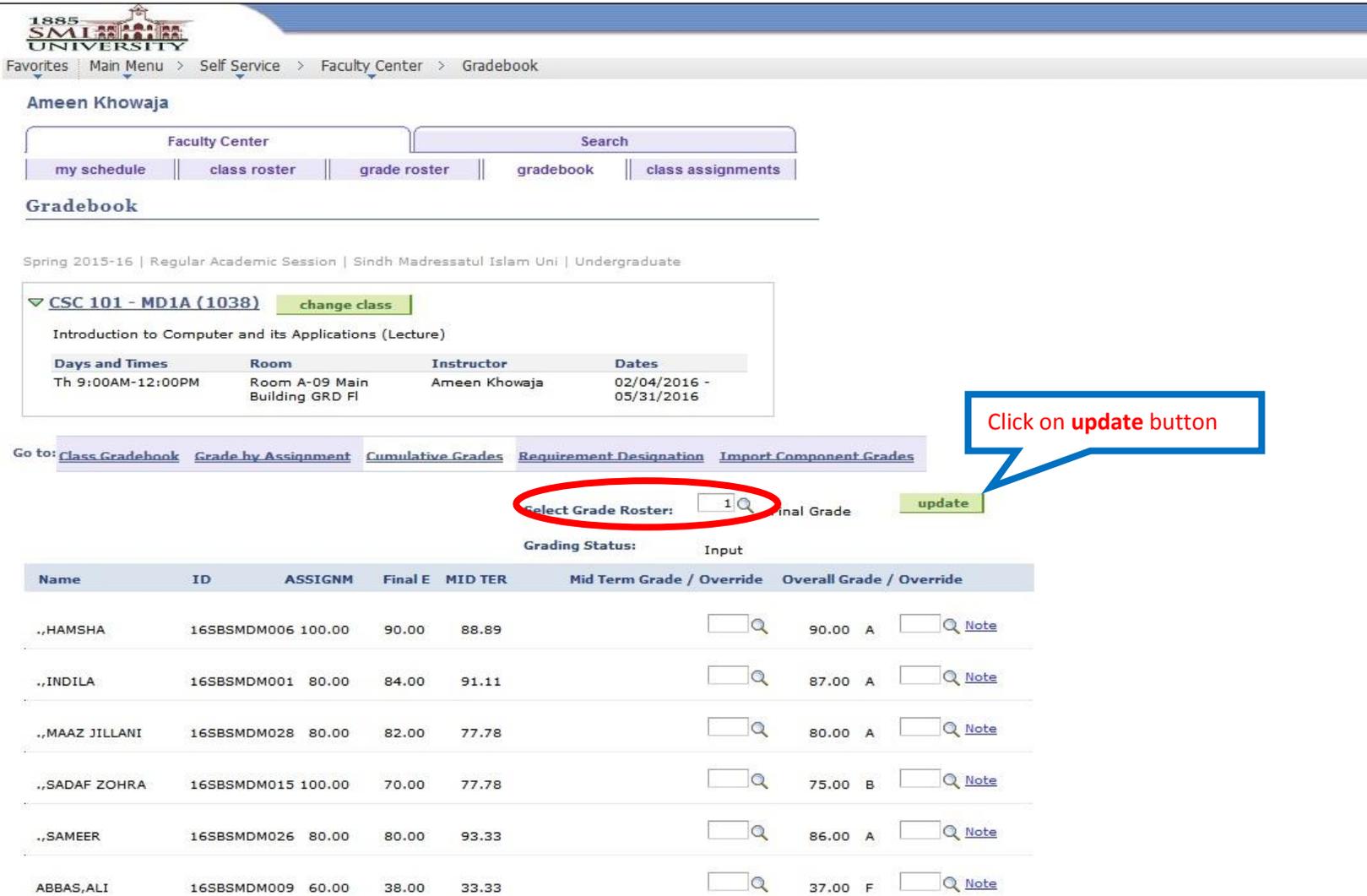
1. CLICK ON LOOKUP



The screenshot shows the Faculty Center interface for Ameen Khowaja. The 'Gradebook' tab is selected. The class 'CSC 101 - MD1A (1038)' is expanded, showing its details: Introduction to Computer and its Applications (Lecture), Room A-09 Main Building GRD Fl, and dates 02/04/2016 - 05/31/2016. Below the class details, there are navigation links: Class Gradebook, Grade by Assignment, Cumulative Grades, Requirement Designation, and Import Component Grades. The 'Select Grade Roster' section has a search icon circled in red. An 'update' button is also visible. The main table displays the following data:

Name	ID	ASSIGNM	Final E	MID TER	Mid Term Grade / Override	Overall Grade / Override
.,HAMSHA	16SBSMDM006	100.00	90.00	88.89	<input type="text"/>	90.00 A <input type="text"/> Note
.,INDILA	16SBSMDM001	80.00	84.00	91.11	<input type="text"/>	87.00 A <input type="text"/> Note
.,MAAZ JILLANI	16SBSMDM028	80.00	82.00	77.78	<input type="text"/>	80.00 A <input type="text"/> Note
.,SADAF ZOHRA	16SBSMDM015	100.00	70.00	77.78	<input type="text"/>	75.00 B <input type="text"/> Note
.,SAMEER	16SBSMDM026	80.00	80.00	93.33	<input type="text"/>	86.00 A <input type="text"/> Note
ABBAS,ALI	16SBSMDM009	60.00	38.00	33.33	<input type="text"/>	37.00 F <input type="text"/> Note

2. SELECT FINAL GRADE FROM LOOKUP



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1885 SMI UNIVERSITY
| Enter to Learn, Go forth to serve |

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ **CSC 101 - MD1A (1038)** [change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khawaja	02/04/2016 - 05/31/2016

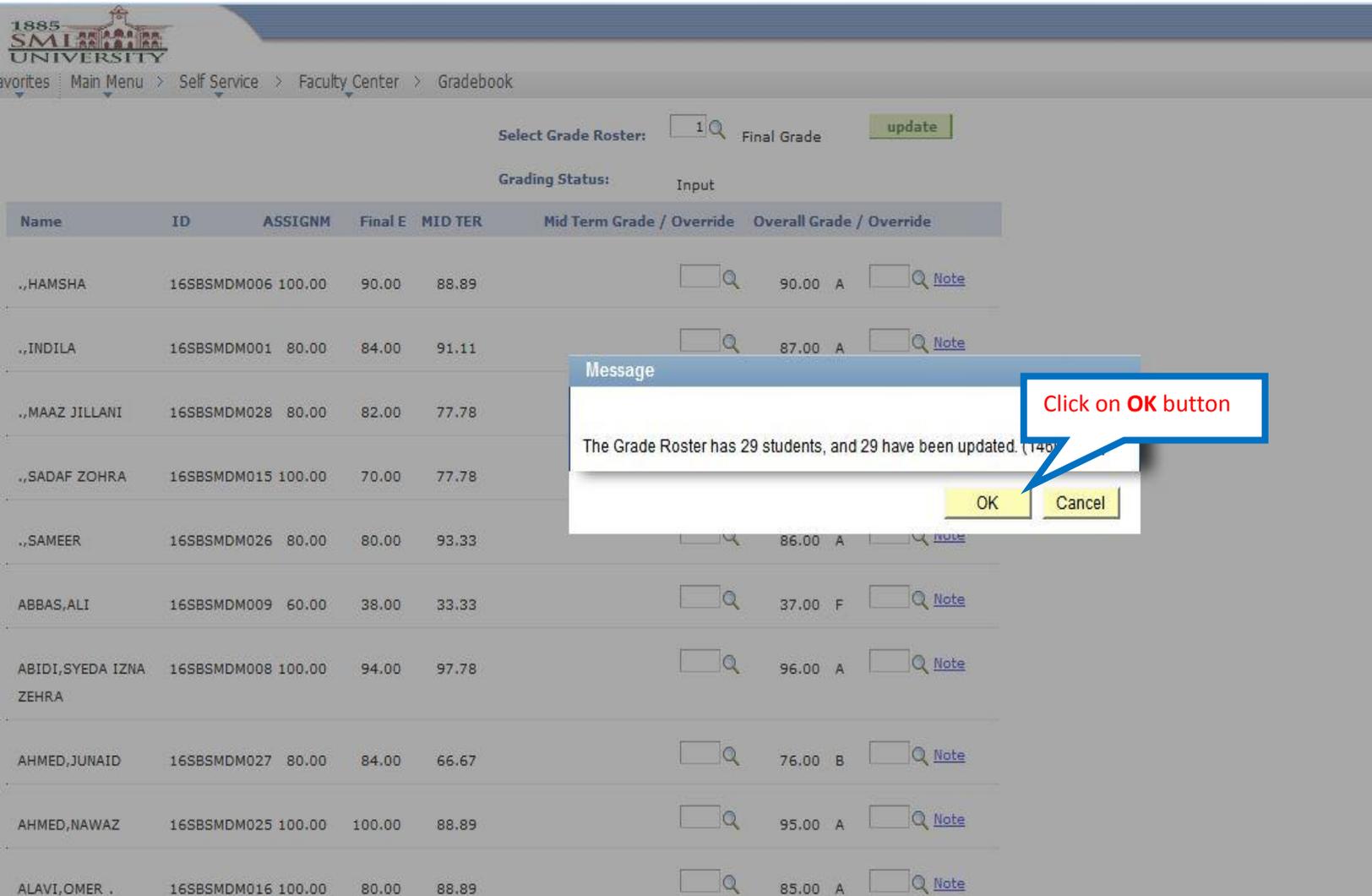
Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster: Final Grade

Grading Status: Input

Name	ID	ASSIGNM	Final E	MID TER	Mid Term Grade / Override	Overall Grade / Override
.,HAMSHA	16SBSMDM006	100.00	90.00	88.89	<input type="text"/> <input type="button" value="Q"/>	90.00 A <input type="text"/> <input type="button" value="Q"/> Note
.,INDILA	16SBSMDM001	80.00	84.00	91.11	<input type="text"/> <input type="button" value="Q"/>	87.00 A <input type="text"/> <input type="button" value="Q"/> Note
.,MAAZ JILLANI	16SBSMDM028	80.00	82.00	77.78	<input type="text"/> <input type="button" value="Q"/>	80.00 A <input type="text"/> <input type="button" value="Q"/> Note
.,SADAF ZOHRA	16SBSMDM015	100.00	70.00	77.78	<input type="text"/> <input type="button" value="Q"/>	75.00 B <input type="text"/> <input type="button" value="Q"/> Note
.,SAMEER	16SBSMDM026	80.00	80.00	93.33	<input type="text"/> <input type="button" value="Q"/>	86.00 A <input type="text"/> <input type="button" value="Q"/> Note
ABBAS,ALI	16SBSMDM009	60.00	38.00	33.33	<input type="text"/> <input type="button" value="Q"/>	37.00 F <input type="text"/> <input type="button" value="Q"/> Note

3. THIS SCREEN WILL APPEARS



1885 SMI UNIVERSITY

avorites Main Menu > Self Service > Faculty Center > Gradebook

Select Grade Roster: 1 Final Grade update

Grading Status: Input

Name	ID	ASSIGNM	Final E	MID TER	Mid Term Grade / Override	Overall Grade / Override
.,HAMSHA	16SBSMDM006	100.00	90.00	88.89		90.00 A
.,INDILA	16SBSMDM001	80.00	84.00	91.11		87.00 A
.,MAAZ JILLANI	16SBSMDM028	80.00	82.00	77.78		
.,SADAF ZOHRA	16SBSMDM015	100.00	70.00	77.78		
.,SAMEER	16SBSMDM026	80.00	80.00	93.33		86.00 A
ABBAS,ALI	16SBSMDM009	60.00	38.00	33.33		37.00 F
ABIDI,SYEDA IZNA ZEHRA	16SBSMDM008	100.00	94.00	97.78		96.00 A
AHMED,JUNAID	16SBSMDM027	80.00	84.00	66.67		76.00 B
AHMED,NAWAZ	16SBSMDM025	100.00	100.00	88.89		95.00 A
ALAVI,OMER .	16SBSMDM016	100.00	80.00	88.89		85.00 A

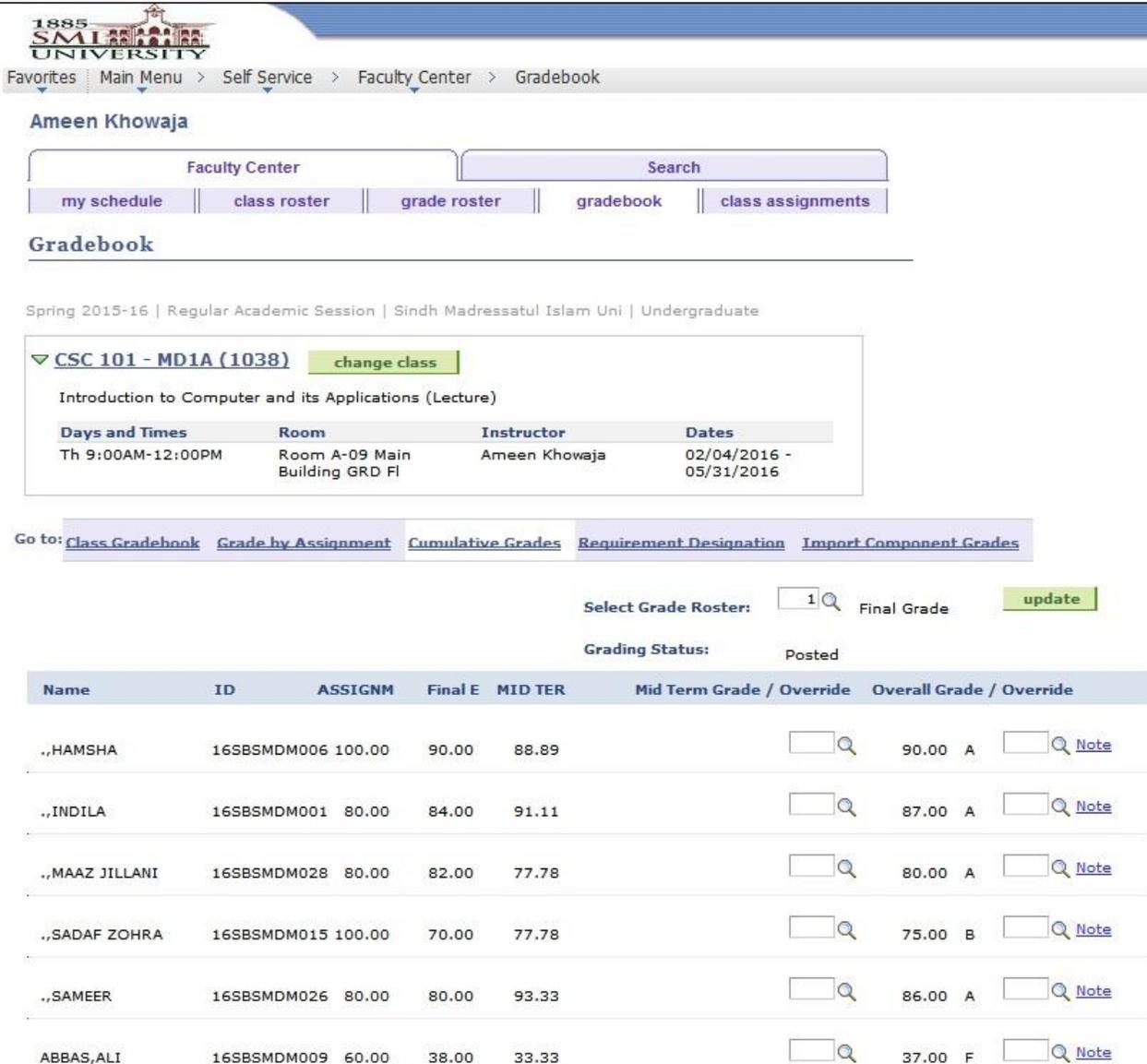
Message

The Grade Roster has 29 students, and 29 have been updated. (140

OK Cancel

Click on OK button

4. FINAL GRADES OF STUDENTS HAVE BEEN UPDATED



1885 SMI UNIVERSITY

Favorites | Main Menu > Self Service > Faculty Center > Gradebook

Ameen Khowaja

Faculty Center Search

my schedule || class roster || grade roster || gradebook || class assignments

Gradebook

Spring 2015-16 | Regular Academic Session | Sindh Madressatul Islam Uni | Undergraduate

▼ CSC 101 - MD1A (1038) [change class](#)

Introduction to Computer and its Applications (Lecture)

Days and Times	Room	Instructor	Dates
Th 9:00AM-12:00PM	Room A-09 Main Building GRD Fl	Ameen Khowaja	02/04/2016 - 05/31/2016

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster: Final Grade [update](#)

Grading Status: Posted

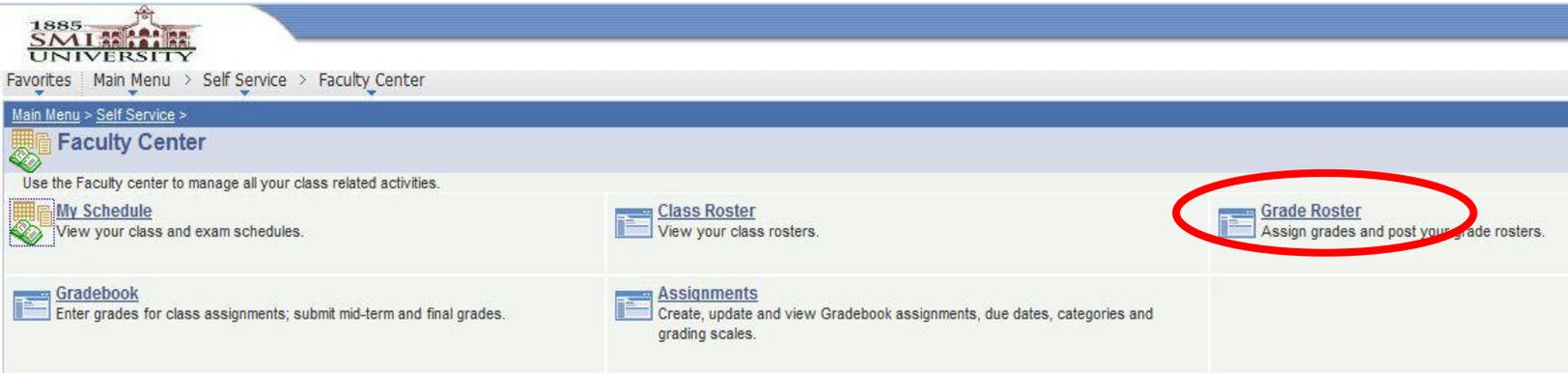
Name	ID	ASSIGNM	Final E	MID TER	Mid Term Grade / Override	Overall Grade / Override
.,HAMSHA	16SBSMDM006	100.00	90.00	88.89	<input type="text"/>	90.00 A <input type="text"/> Note
.,INDILA	16SBSMDM001	80.00	84.00	91.11	<input type="text"/>	87.00 A <input type="text"/> Note
.,MAAZ JILLANI	16SBSMDM028	80.00	82.00	77.78	<input type="text"/>	80.00 A <input type="text"/> Note
.,SADAF ZOHRA	16SBSMDM015	100.00	70.00	77.78	<input type="text"/>	75.00 B <input type="text"/> Note
.,SAMEER	16SBSMDM026	80.00	80.00	93.33	<input type="text"/>	86.00 A <input type="text"/> Note
ABBAS,ALI	16SBSMDM009	60.00	38.00	33.33	<input type="text"/>	37.00 F <input type="text"/> Note

NOTE: AFTER FINAL GRADE UPDATE PROCESS PLEASE DO NOT MAKE ANY CHANGES IN MARKS OF STUDENTS.

HOW TO VIEW and DOWNLOAD GRADE ROSTER

Navigation: Main Menu > Self Service > Faculty center > Grade Roster

1. CLICK ON GRADE ROSTER TAB



1885 SMI UNIVERSITY

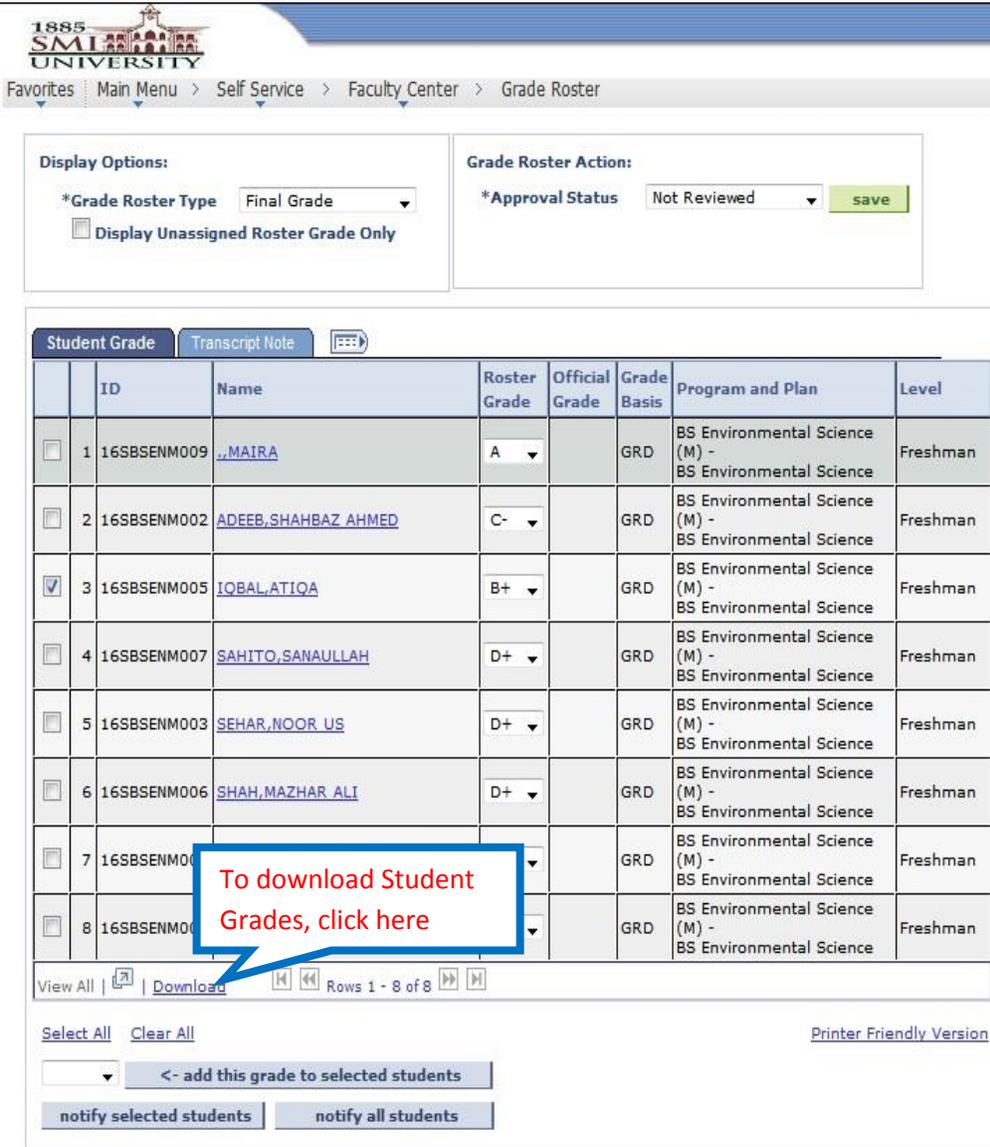
Favorites | Main Menu > Self Service > Faculty Center

Main Menu > Self Service >

Faculty Center
Use the Faculty center to manage all your class related activities.

 My Schedule View your class and exam schedules.	 Class Roster View your class rosters.	 Grade Roster Assign grades and post your grade rosters.
 Gradebook Enter grades for class assignments; submit mid-term and final grades.	 Assignments Create, update and view Gradebook assignments, due dates, categories and grading scales.	

2. THIS SCREEN WILL APPEARS



1885 SMI UNIVERSITY

Favorites Main Menu > Self Service > Faculty Center > Grade Roster

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade		Transcript Note				
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/> 1	16SBSENM009 J.,MAIRA	A		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input type="checkbox"/> 2	16SBSENM002 ADEEB,SHAHBAZ AHMED	C-		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input checked="" type="checkbox"/> 3	16SBSENM005 IQBAL,ATIQA	B+		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input type="checkbox"/> 4	16SBSENM007 SAHITO,SANAULLAH	D+		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input type="checkbox"/> 5	16SBSENM003 SEHAR,NOOR US	D+		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input type="checkbox"/> 6	16SBSENM006 SHAH,MAZHAR ALI	D+		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input type="checkbox"/> 7	16SBSENM001 SAHITO,SANAULLAH	D+		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman
<input type="checkbox"/> 8	16SBSENM004 SAHITO,SANAULLAH	D+		GRD	BS Environmental Science (M) - BS Environmental Science	Freshman

To download Student Grades, click here

View All | [Download](#) | Rows 1 - 8 of 8

Select All Clear All [Printer Friendly Version](#)

< - add this grade to selected students

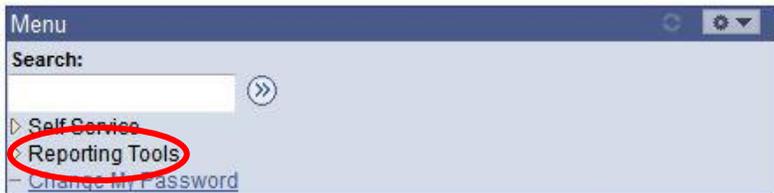
notify selected students notify all students

SAVE

HOW TO GENERATE CLASS ATTENDANCE REPORT

Navigation: Main Menu > Reporting Tool > BI Publisher > Query Report Viewer

1. CLICK ON REPORTING TOOLS



2. CLICK ON QUERY REPORT VIEWER



3. THIS SCREEN WILL APPEARS



Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name begins with

[Advanced Search](#)

4. CLICK ON SEARCH BUTTON



Favorites | Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name SMIU

Search

[Advanced Search](#)

5. THIS SCREEN WILL APPEAR, CLICK ON “VIEW REPORT” LINK



Favorites | Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

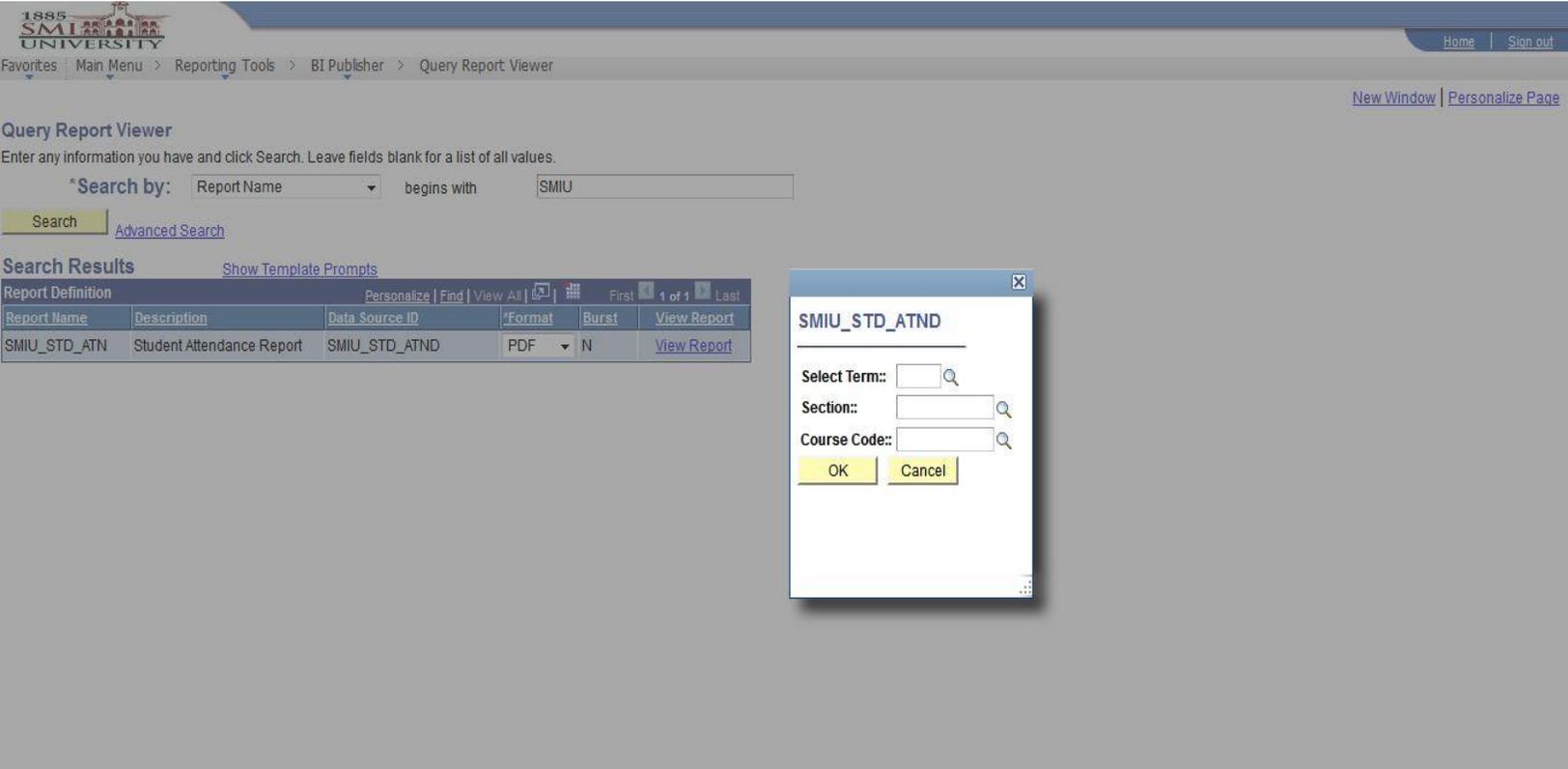
*Search by: Report Name begins with SMIU

Search | [Advanced Search](#)

Search Results [Show Template Prompts](#)

Report Definition						Personalize	Find	View All	First	1 of 1	Last
Report Name	Description	Data Source ID	*Format	Burst	View Report						
SMIU_STD_ATN	Student Attendance Report	SMIU_STD_ATND	PDF	N	View Report						

6. THIS SCREEN WILL APPEARS



The screenshot shows the 'Query Report Viewer' interface. At the top, there is a navigation bar with 'Home' and 'Sign out' links. Below the navigation bar, the page title 'Query Report Viewer' is displayed. A search area contains a dropdown menu set to 'Report Name', a search type 'begins with', and a search term 'SMIU'. A 'Search' button and a link to 'Advanced Search' are also present. Below the search area, the 'Search Results' section shows a table with one report definition: 'SMIU_STD_ATN' (Student Attendance Report) with data source 'SMIU_STD_ATND', format 'PDF', and burst 'N'. A modal dialog box titled 'SMIU_STD_ATND' is open, featuring search fields for 'Select Term:', 'Section:', and 'Course Code:', along with 'OK' and 'Cancel' buttons.

1885 SMI UNIVERSITY
Home | Sign out

Favorites | Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

New Window | Personalize Page

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name begins with SMIU

Search Advanced Search

Search Results

Show Template Prompts

Report Name	Description	Data Source ID	Format	Burst	View Report
SMIU_STD_ATN	Student Attendance Report	SMIU_STD_ATND	PDF	N	View Report

SMIU_STD_ATND

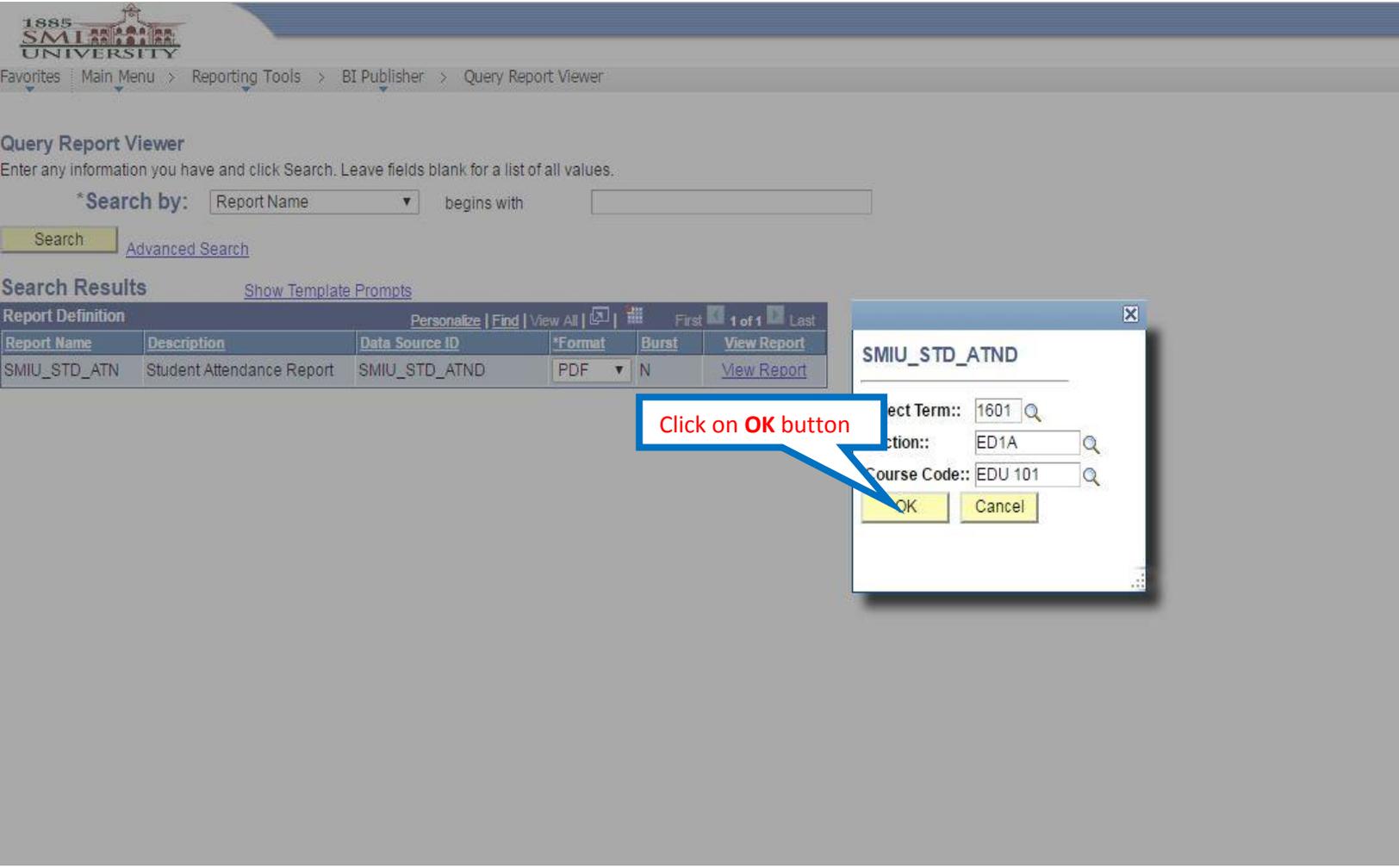
Select Term:

Section:

Course Code:

OK Cancel

7. SELECT/ENTER TERM, SECTION & COURSE CODE FROM LOOK UPS.



1885 SMI UNIVERSITY

Favorites | Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name begins with

Search [Advanced Search](#)

Search Results

[Show Template Prompts](#)

Report Name	Description	Data Source ID	*Format	Burst	View Report
SMIU_STD_ATN	Student Attendance Report	SMIU_STD_ATND	PDF	N	View Report

SMIU_STD_ATND

Select Term:: 1601

Section:: ED1A

Course Code:: EDU 101

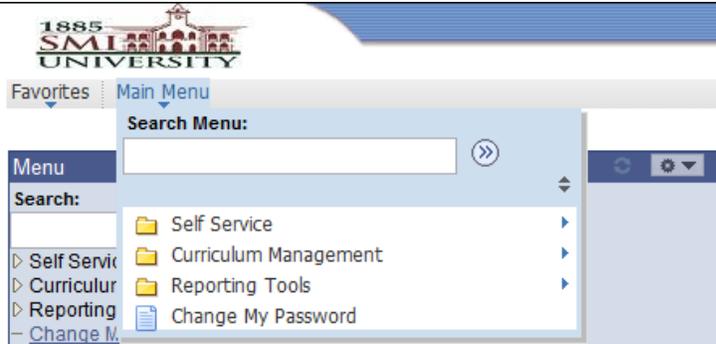
OK Cancel

Click on OK button

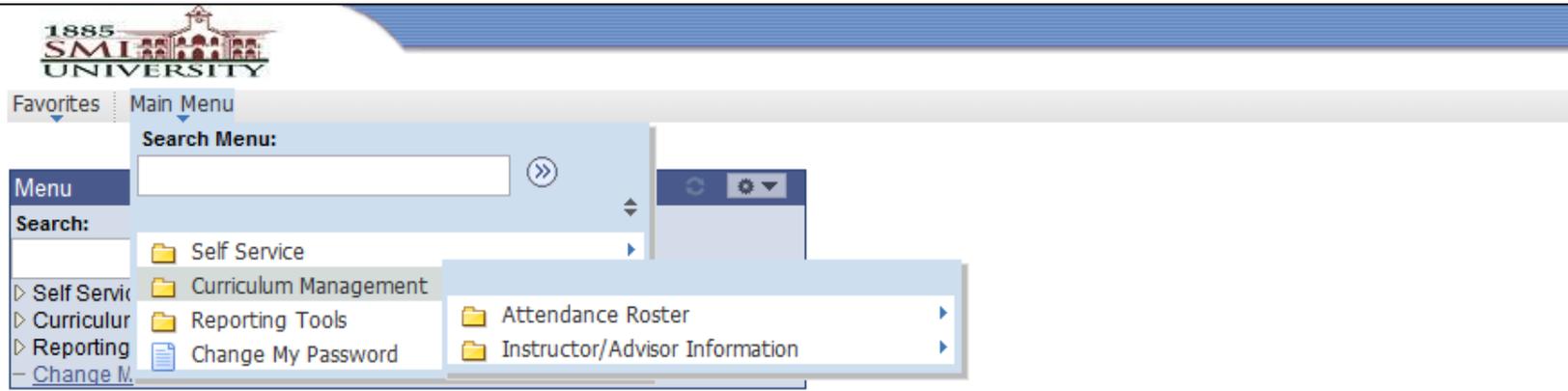
ONLINE ATTENDANCE OF STUDENTS

Navigation: Main Menu→Self service→Curriculum Management→Attendance Roster→Attendance Roster by Class

1. CLICK ON MAIN MENU



2. CLICK ON CURRICULUM MANAGEMENT



3. CLICK ON ATTENDANCE ROSTER



Favorites Main Menu

Search Menu:

Menu

Search:

- Self Service
- Curriculum Management
- Reporting Tools
- Attendance Roster
- Instructor/Advisor Inform
- Change My Password
- Attendance Roster By Class

Self Service

Curriculum Management

Reporting Tools

Change My Password

4. CLICK ON ATTENDANCE ROSTER BY CLASS, THIS SCREEN WILL APPEAR



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster by Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	<input type="text"/>	
Term:	=	▼	<input type="text"/>	
Subject Area:	=	▼	<input type="text"/>	
Catalog Nbr:	begins with	▼	<input type="text"/>	
Academic Career:	=	▼	<input type="text"/>	▼
Campus:	begins with	▼	<input type="text"/>	
Session:	=	▼	<input type="text"/>	▼
Class Nbr:	=	▼	<input type="text"/>	
Class Section:	begins with	▼	<input type="text"/>	
Description:	begins with	▼	<input type="text"/>	
Course ID:	begins with	▼	<input type="text"/>	
Course Offering Nbr:	=	▼	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

5. ENTER ACADEMIC INSTITUTION i.e. “SMIUK”



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster by Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Academic Institution:	=	▼	<input type="text" value="SMIUK"/>	<input type="button" value="Q"/>
Term:	=	▼	<input type="text"/>	<input type="button" value="Q"/>
Subject Area:	=	▼	<input type="text"/>	<input type="button" value="Q"/>
Catalog Nbr:		begins with ▼	<input type="text"/>	
Academic Career:	=	▼	<input type="text"/>	▼
Campus:		begins with ▼	<input type="text"/>	<input type="button" value="Q"/>
Session:	=	▼	<input type="text"/>	▼
Class Nbr:	=	▼	<input type="text"/>	
Class Section:		begins with ▼	<input type="text"/>	
Description:		begins with ▼	<input type="text"/>	
Course ID:		begins with ▼	<input type="text"/>	<input type="button" value="Q"/>
Course Offering Nbr:	=	▼	<input type="text"/>	<input type="button" value="Q"/>

Case Sensitive

[Basic Search](#)

javascript:pAction_win0(document.win0,'CLASS_SCTN_SCTY_INSTITUTION\$prompt');

6. TO SELECT TERM, CLICK ON THIS LOOK UP



Favorites Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster by Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	SMIUK	
Term:	=	▼		
Subject Area:	=	▼		
Catalog Nbr:		begins with ▼		
Academic Career:	=	▼		▼
Campus:		begins with ▼		
Session:	=	▼		▼
Class Nbr:	=	▼		
Class Section:		begins with ▼		
Description:		begins with ▼		
Course ID:		begins with ▼		
Course Offering Nbr:	=	▼		

Case Sensitive

Search

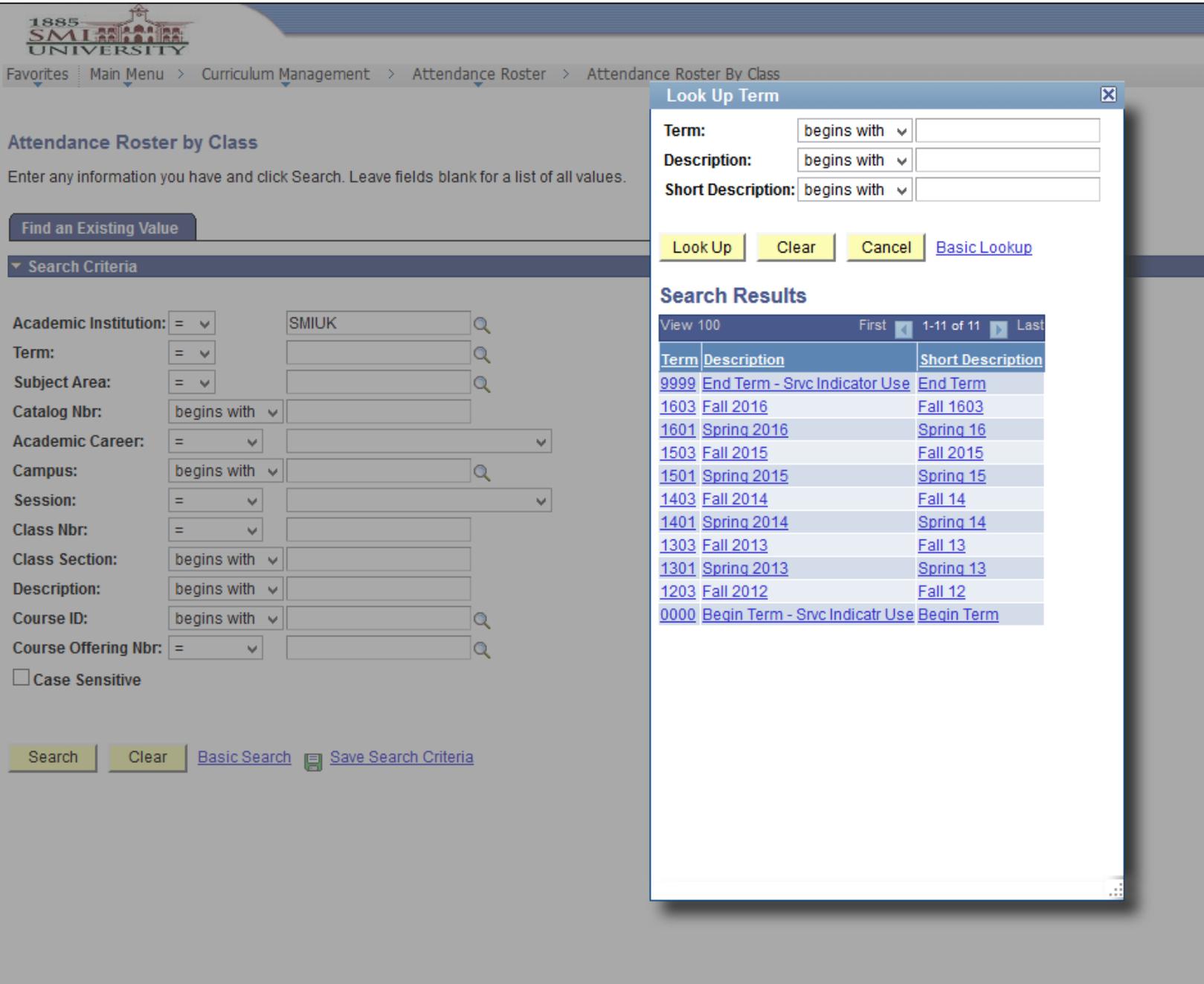
Clear

[Basic Search](#)



[Save Search Criteria](#)

7. THIS SCREEN WILL APPEAR AND SELECT YOUR TERM



Attendance Roster by Class
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Look Up Term

Term: begins with

Description: begins with

Short Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-11 of 11 Last

Term	Description	Short Description
9999	End Term - Svc Indicator Use	End Term
1603	Fall 2016	Fall 1603
1601	Spring 2016	Spring 16
1503	Fall 2015	Fall 2015
1501	Spring 2015	Spring 15
1403	Fall 2014	Fall 14
1401	Spring 2014	Spring 14
1303	Fall 2013	Fall 13
1301	Spring 2013	Spring 13
1203	Fall 2012	Fall 12
0000	Begin Term - Svc Indicatr Use	Begin Term

8. I'VE SELECTED "SPRING 16"



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster by Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	SMIUK	
Term:	=	▼	1601	
Subject Area:	=	▼		
Catalog Nbr:		begins with ▼		
Academic Career:	=	▼		▼
Campus:		begins with ▼		
Session:	=	▼		▼
Class Nbr:	=	▼		
Class Section:		begins with ▼		
Description:		begins with ▼		
Course ID:		begins with ▼		
Course Offering Nbr:	=	▼		

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

9. ENTER YOUR CLASS NBR AND CLICK ON SEARCH



[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Attendance Roster](#) > [Attendance Roster By Class](#)

Attendance Roster by Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	<input type="text" value="SMIUK"/>	
Term:	=	▼	<input type="text" value="1601"/>	
Subject Area:	=	▼	<input type="text"/>	
Catalog Nbr:	begins with	▼	<input type="text"/>	
Academic Career:	=	▼	<input type="text"/>	▼
Campus:	begins with	▼	<input type="text"/>	
Session:	=	▼	<input type="text"/>	▼
Class Nbr:	=	▼	<input type="text" value="1015"/>	
Class Section:	begins with	▼	<input type="text"/>	
Description:	begins with	▼	<input type="text"/>	
Course ID:	begins with	▼	<input type="text"/>	
Course Offering Nbr:	=	▼	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

IF YOU DON'T KNOW YOUR CLASS NBR YOU CAN SEE IT ON "MY SCHEDULE SCREEN".



[Favorites](#) |
 [Main Menu](#) >
 [Self Service](#) >
 [Faculty Center](#) >
 [My Schedule](#)

Ahmer Khan

ID BAD0013

Faculty Center

Search

[my schedule](#)

[class roster](#)

[grade roster](#)

[gradebook](#)

[class assignments](#)

Faculty Center

My Schedule

Spring 2016 | Sindh Madressatul Islam Uni

[change term](#)

[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Gradebook



Assignments



Learning Management

My Teaching Schedule > Spring 2016 > Sindh Madressatul Islam Uni

View All | | First 1-5 of 5 Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		ACC 301-A (1219)	Adv Financial Accounting (Lecture)	1	TBA	TBA	Feb 1, 2015- May 31, 2016
		ACC 301-AQ (1172)	Adv Financial Accounting (Lecture)	0	Fr 8:00AM - 11:00AM	TBA	Dec 6, 2015- May 31, 2016
		ACC 301-B (1220)	Adv Financial Accounting (Lecture)	0	TBA	TBA	Feb 1, 2015- May 31, 2016
		FIN 303-BBA (1139)	Money and Banking (Lecture)	3	ThFr 5:00PM - 6:00PM	Room A-15 main Building GRD Fl	Dec 6, 2015- May 31, 2016
		MKT 101-BA1A (1015)	Principles of Marketing (Lecture)	5	We 9:00AM - 12:00PM	Room CR-201 Talpur House 2nd F	Feb 3, 2016- May 31, 2016

Class Nbr

[View Weekly Teaching Schedule](#)

[Go to top](#)

10. AFTER CLICK ON SEARCH BUTTON, THIS SCREEN WILL APPEAR



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

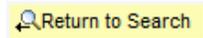
Attendance Roster By Class

Course ID:	668327	Term:	Spring 2016
Course Name:	Principles of Marketing	Session:	Regular Academic Session
Subject / Catalog#:	MKT 101	Institution:	Sindh Madressatul Islam Uni
Class Nbr:	1015	Instructor:	Ahmer Khan
Class Section:	BA1A		

Generate

- Populate from Student Enroll
 Generate Class Mtg Attendance

Attendance From Date: 02/03/2016 
Attendance To Date: 05/31/2016 

 Save  Return to Search  Notify  Refresh

11. SELECT YOUR LAST CLASS DATE FROM CALENDER, I'VE SELECTED 31ST MAY 2016



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster By Class

Course ID:	668327	Term:	Spring 2016
Course Name:	Principles of Marketing	Session:	Regular Academic Session
Subject / Catalog#:	MKT 101	Institution:	Sindh Madressatul Islam Uni
Class Nbr:	1015	Instructor:	Ahmer Khan
Class Section:	BA1A		

Generate

- Populate from Student Enroll
- Generate Class Mtg Attendance

Attendance From Date: 02/03/2016

Attendance To Date: 05/31/2016

Save | Return to Search | Notify | Refresh

12. CLICK ON GENERATE BUTTON.



Home > Favorites > Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster By Class

Course ID:	668327	Term:	Spring 2016
Course Name:	Principles of Marketing	Session:	Regular Academic Session
Subject / Catalog#:	MKT 101	Institution:	Sindh Madressatul Islam Uni
Class Nbr:	1015	Instructor:	Ahmer Khan
Class Section:	BA1A		

Generate

Populate from Student Enroll **Attendance From Date:** 02/03/2016

Generate Class Mtg Attendance **Attendance To Date:** 05/31/2016

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

13. AFTER CLICK ON GENERATE BUTTON THIS BUTTON WILL FREEZED AND YOUR TEMPLATES HAS GENERATED.



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster By Class

Course ID: 668327	Term: Spring 2016
Course Name: Principles of Marketing	Session: Regular Academic Session
Subject / Catalog#: MKT 101	Institution: Sindh Madressatul Islam Uni
Class Nbr: 1015	Instructor: Ahmer Khan
Class Section: BA1A	

Populate from Student Enroll
Attendance From Date: 02/03/2016

Generate Class Mtg Attendance
Attendance To Date: 05/31/2016

**TO VIEW ALL TEMPLATES
CLICK ON "VIEW ALL"**

Student Attendance Roster											
Personalize Find View All [Print] [Grid] First 1-5 of 17 Last											
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Create	View	1	Class Meeting	02/03/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
2	Create	View	2	Class Meeting	02/10/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
3	Create	View	3	Class Meeting	02/17/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
4	Create	View	4	Class Meeting	02/24/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
5	Create	View	5	Class Meeting	03/02/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-

14. ALL TEMPLATES ARE NOW VISIBLE



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Generate

Populate from Student Enroll

Attendance From Date: 02/03/2016

Generate Class Mtg Attendance

Attendance To Date: 05/31/2016

Student Attendance Roster											
Personalize Find View 5 First 1-17 of 17 Last											
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Create	View	1	Class Meeting	02/03/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
2	Create	View	2	Class Meeting	02/10/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
3	Create	View	3	Class Meeting	02/17/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
4	Create	View	4	Class Meeting	02/24/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
5	Create	View	5	Class Meeting	03/02/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
6	Create	View	6	Class Meeting	03/09/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
7	Create	View	7	Class Meeting	03/16/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
8	Create	View	8	Class Meeting	03/23/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
9	Create	View	9	Class Meeting	03/30/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
10	Create	View	10	Class Meeting	04/06/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
11	Create	View	11	Class Meeting	04/13/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
12	Create	View	12	Class Meeting	04/20/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
13	Create	View	13	Class Meeting	04/27/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
14	Create	View	14	Class Meeting	05/04/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
15	Create	View	15	Class Meeting	05/11/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
16	Create	View	16	Class Meeting	05/18/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		
17	Create	View	17	Class Meeting	05/25/2016	9:00AM	12:00PM	180	<input type="checkbox"/>		

Save | Return to Search | Notify | Refresh

javascript:submitAction_win0(document.win0,'ATTEND_TMPLT\$hviewall\$0');

15. FIRST CHECK ON OVERRIDE THEN CLICK ON CREATE BUTTON AND IN LAST CLICK ON VIEW BUTTON OF YOUR DESIRED TEMPLATE.



Favorites Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Generate

Populate from Student Enroll Attendance From Date: 02/03/2016
 Generate Class Mtg Attendance Attendance To Date: 05/31/2016

2. CLICK ON CREATE BUTTON

1. CHECK ON OVERRIDE

Stu	Create	View	Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Create	View	1	Class Meeting	02/03/2016	9:00AM	12:00PM	180	<input checked="" type="checkbox"/>	+	-
2	Create	View	2	Class Meeting	02/10/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
3	Create	View	3	Class Meeting	02/17/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
4	Create	View	4	Class Meeting	02/24/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
5	Create	View	5	Class Meeting	03/02/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
6	Create	View	6	Class Meeting	03/09/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
7	Create	View	7	Class Meeting	03/16/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
8	Create	View	8	Class Meeting	03/23/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
9	Create	View	9	Class Meeting	03/30/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
10	Create	View	10	Class Meeting	04/06/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
11	Create	View	11	Class Meeting	04/13/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
12	Create	View	12	Class Meeting	04/20/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
13	Create	View	13	Class Meeting	04/27/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
14	Create	View	14	Class Meeting	05/04/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
15	Create	View	15	Class Meeting	05/11/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
16	Create	View	16	Class Meeting	05/18/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-
17	Create	View	17	Class Meeting	05/25/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	+	-

3. CLICK ON VIEW BUTTON

Save Return to Search Notify Refresh

16. THIS SCREEN WILL APPEAR



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Class Attendance

Course ID: 668327 **Term:** Spring 16
Course Name: Principles of Marketing **Session:** Regular Academic Session
Subject / Catalog#: MKT 101 **Institution:** Sindh Madressatul Islam Uni
Class Nbr: 1015 **Instructor:** Ahmer Khan
Class Section: BA1A

TO VIEW ALL STUDENTS CLICK ON
"VIEW ALL"

Template Nbr: 1 **Attendance Type:** Meeting **Attendance Date:** 02/03/2016

Student Attendance Roster										
*Student ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes	
1	16SMB3MI MUHAMMAD ESSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	+ -
2	16SMB3MI ASHRAF,HOORAIN MUHAMMAD	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	+ -
3	100001033 AWAN,MUHAMMAD BASIT HAFEEZ	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	+ -
4	16SMB3MI AWAN,NAFEESA KHALID	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	+ -
5	16SMB3MI KANWAL,AQSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	+ -

Save and Return Cancel

17. BY DEFAULT ALL STUDENTS ARE MARKED “PRESENT”. ANY STUDENT WHO IS ABSENT IN CLASS JUST UNCHECK THE PRESENT CHECK MARK OR WHO LEFT EARLY FROM THE CLASS CHECK ON LEFT EARLY AND SELECT REASON FROM DROP DOWN MENU.



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Class Attendance

Course ID: 668327 Term: Spring 16
 Course Name: Principles of Marketing Session: Regular Academic Session
 Subject / Catalog#: MKT 101 Institution: Sindh Madressatul Islam Uni
 Class Nbr: 1015 Instructor: Ahmer Khan
 Class Section: BA1A

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 02/03/2016

Student Attendance Roster											Personalize Find View All [Grid Icon] [Calendar Icon]		First 1-5 of 5 Last	
*Student ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes	+	-			
1	16SMBA3MI [Search]	.,MUHAMMAD ESSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	9:00AM	12:00PM	180	[+]	[-]		
2	16SMBA3MI [Search]	ASHRAF,HOORAIN MUHAMMAD	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Dropdown]				[+]	[-]		
3	100001033 [Search]	AWAN,MUHAMMAD BASIT HAFEEZ	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sick [Dropdown]	9:00AM	12:00PM	180	[+]	[-]		
4	16SMBA3MI [Search]	AWAN,NAFEESA KHALID	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	9:00AM	12:00PM	180	[+]	[-]		
5	16SMBA3MI [Search]	KANWAL,AQSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	9:00AM	12:00PM	180	[+]	[-]		

Save and Return Cancel

18. WHEN YOU MARK ALL OF YOUR ATTENDANCE THEN CLICK ON “SAVE & RETURN BUTTON”.



Favorites Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Class Attendance

Course ID: 668327 **Term:** Spring 16
Course Name: Principles of Marketing **Session:** Regular Academic Session
Subject / Catalog#: MKT 101 **Institution:** Sindh Madressatul Islam Uni
Class Nbr: 1015 **Instructor:** Ahmer Khan
Class Section: BA1A

Template Nbr: 1 **Attendance Type:** Meeting **Attendance Date:** 02/03/2016

Student Attendance Roster											Personalize Find View All [Print] [Grid]		First	1-5 of 5	Last
*Student ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes						
1	16SMB3MI	.,MUHAMMAD ESSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	<input type="button" value="+"/>	<input type="button" value="-"/>			
2	16SMB3MI	ASHRAF,HOORAIN MUHAMMAD	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="button" value="+"/>	<input type="button" value="-"/>			
3	100001033	AWAN,MUHAMMAD BASIT HAFEEZ	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sick	9:00AM	12:00PM	180	<input type="button" value="+"/>	<input type="button" value="-"/>			
4	16SMB3MI	AWAN,NAFEESA KHALID	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	<input type="button" value="+"/>	<input type="button" value="-"/>			
5	16SMB3MI	KANWAL,AQSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180	<input type="button" value="+"/>	<input type="button" value="-"/>			

19. THIS SCREEN WILL APPEAR. NOW CLICK ON SAVE
NOW FOLLOW THE SAME PROCEDURE FOR OTHER TEMPLATES
(FROM STEP 15 TO STEP 19).



Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Attendance Roster By Class

Course ID: 668327 Term: Spring 2016
 Course Name: Principles of Marketing Session: Regular Academic Session
 Subject / Catalog#: MKT 101 Institution: Sindh Madressatul Islam Uni
 Class Nbr: 1015 Instructor: Ahmer Khan
 Class Section: BA1A

Populate from Student Enroll Attendance From Date:
 Generate Class Mtg Attendance Attendance To Date:

Student Attendance Roster											
Personalize Find View All First 1-5 of 17 Last											
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Create	View	1	Class Meeting	02/03/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Create	View	2	Class Meeting	02/10/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	Create	View	3	Class Meeting	02/17/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	Create	View	4	Class Meeting	02/24/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	Create	View	5	Class Meeting	03/02/2016	9:00AM	12:00PM	180	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>